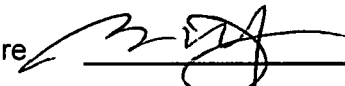
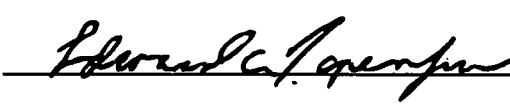


<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. C1174</b> Page 1 of 3
<b>Agency</b> St. Mary's County Government		<b>Division/Unit</b> Office of the County Attorney
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<u>LITIGATION FILES</u> – These files contain closed or pending cases brought by or against the County. Each file contains court pleadings, papers, orders, briefs, transcripts and correspondence. A file is closed when all appeals have been exhausted.  1(a). Circuit Court Cases 1(b). District Court Cases 1(c). Animal Control 1(d). Land Use Municipal Infractions 1(e). Administrative Appeal Files - A file is opened in response to an appeal of a decision of an administrative board. It is closed when all appeals have been exhausted.	Retain for 7 years, then destroy Retain for 4 years, then destroy Maintained by Public Safety. Maintained at Land Use. Once closed, retain for three (3) years, then destroy.
2	<u>STATUTORY NOTICES (CLAIMS)</u> – A file is opened for each statutory notice received pursuant to Md. Code. Ann., Courts and Judicial Proc. §5-301 <u>et seq.</u> which names St. Mary's County. A file is closed when the applicable statute of limitations expires.	Maintain until expiration of applicable statute of limitations. Once closed, retain for one (1) year, then destroy.
3	<u>PUBLIC INFORMATION ACT REQUESTS AND RESPONSES</u> – Responses to requests for public information.	Retain for one year, then destroy.
4	<u>ADULT PUBLIC GUARDIANSHIP FILES</u> – A file is opened when a petition is filed in the Circuit Court requesting that the Office of Aging be appointed Guardian of the disabled individual.	Once guardianship is terminated, keep in the office for six (6) months then destroy.
5	<u>MOU/MOA</u> – Memoranda of Understanding and Memoranda of Agreement between the County and various entities.	Retain for five (5) years after expiration of MOU/MOA then forward to State Archives.
Schedule Approved by Department, Agency, or Division Representative.  Date <u>11/1/11</u> Signature <u></u> Typed Name <u>George R. Sparling</u> Title <u>County Attorney</u>		Schedule Authorized by State Archivist  Date <u>11/18/2011</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1174  Page 2 of 3
Agency St. Mary's County Government		Division/Unit Office of the County Attorney
Item No.	Description	Retention
6	<u>PROPERTY ACQUISITION FILES</u> – There is a separate file maintained for each piece of property acquired by the County for streets, parks, Board of Education use, parking lots etc. The file contains options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.	Retain for five (5) years after disposition of property, then forward to State Archives.
7	<u>PROPERTY DISPOSITION FILES</u> – There is a separate file maintained for each piece of property disposed of by the County. The file contains options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.	Retain for five (5) years after disposition of the property, then forward to State Archives.
8	<u>LEASE AGREEMENTS</u> – Lease of property by the County for its use and lease of County owned property to public and private entities and persons.	Retain in office 3 years after expiration of lease, then destroy.
9	<u>LICENSE AGREEMENTS</u> - Agreements detailing the use of County owned property by individuals or agencies.	Retain in office 3 years after expiration of lease, then destroy.
10	<u>REAL ESTATE AND PERSONAL PROPERTY DELINQUENT TAX FORECLOSURE FILES</u> – Documents the recovery of outstanding real estate and personal property taxes owed to the locality. This series may include, but is not limited to: real estate appraisals, title documentation, pleadings, contracts and deeds.	Retain in office for three (3) years after the case is closed, then destroy.
11	<u>REAL ESTATE TITLE FILES</u> – Documents title to properties. This series may include, but is not limited to: real estate appraisals, title documentation, contracts, and deeds.	Retain for five (5) years after disposition of property, then forward to State Archives.
12	<u>EASEMENTS</u> – Grants of rights in real property.	Retain permanent easements for five (5) years after termination of easement, then forward to State Archives; Retain temporary easements for three (3) years after termination of easement, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1174  Page 3 of 3
Agency St. Mary's County Government		Division/Unit Office of the County Attorney
	Description	Retention
13	<u>LEGAL REVIEW FILES/DEPARTMENTAL MATTERS</u> - These files deal with issues and projects with legal implications for departments within County Government. This series may include, but is not limited to, correspondence and reports.	Screen annually and destroy material that is no longer needed for current business with the following exceptions: transfer to the MD State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
14	<u>LEGAL OPINIONS</u> - Consists of opinions requested by officials, employees, or departments from the County Attorney's office on matters of law.	Retain for five (5) years then forward to State Archives.
15	<u>LEGISLATION/ LEGISLATIVE PACKAGES</u> - Legislative proposals, drafts of local legislation, correspondence, fiscal impact statements.	Retain for five (5) years after the adjournment of the legislative session, then destroy
16	<u>VOLUNTEER FIRE DEPARTMENT/RESCUE SQUAD REVOLVING LOANS</u> - These files contain Promissory Note and Security Agreements for money loaned to local Fire Departments and Rescue Squads for the purchase of equipment, trucks and land.	Retain for three (3) years after repayment of the loan, then destroy.
17	<u>COUNTY CODE</u> - Correspondence with state/general code publishers.	Retain for three (3) years after publication, then destroy.
18	<u>AUDIT RESPONSES</u> - Responses to requests for information from independent auditors.	Retain for three (3) years, then destroy.
19	<u>MISCELLANEOUS WORKING FILES</u> - These files concern issues, questions, or projects not fitting indexed categories. Such files are closed when a matter has been resolved or there has been no activity for a year.	Once closed, review for historical value. Retain items with historical value, retain for five (5) years, then forward to State Archives. Destroy items with no historical value.

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>  1  </u> OF <u>  19  </u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title  <p style="text-align: center;"><b>LITIGATION FILES</b></p>			5. Earliest Year/Latest Year  <p style="text-align: center;">to</p>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>These files contain closed or pending cases brought by or against the County. Each file contains court pleadings, papers, orders, briefs, transcripts and correspondence. A file is closed when all appeals have been exhausted. Types of Litigation files include: Circuit Court Cases, District Court Cases, Animal Control Cases, Land Use Municipal Infraction Cases and Administrative Appeal Files.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Circuit Court and District Court</b>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <b>Circuit Court Cases – 7 years</b> <b>District Court Cases - 4 years</b> <b>Animal Control - Maintained by Public Safety</b> <b>Land Use Municipal. Infractions – Maintained by Land Use</b> <b>Administrative Appeal Files – once closed maintain 3 years</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>STATUTORY NOTICES (CLAIMS)</b>				5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>A file is opened for each statutory notice naming St. Mary's County which is received pursuant to Md. Code. Ann., Courts and Jud. Proc. §5-301 et seq. With the exception of a statutory notice file in which the victim is a juvenile, any that have not become litigation within three years of the date of the incident are closed. In the case of a file dealing with a juvenile, it is closed one year after the victim reaches the age of 19.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <b>Maintain until expiration of applicable statute of limitations runs; Once closed, retain for one (1) year, then destroy.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>3</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title  <b>PUBLIC INFORMATION ACT REQUESTS AND RESPONSES</b>		5. Earliest Year/Latest Year  _____ to _____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Requests and responses to requests for public information pursuant to the Public Information Act.</b>		
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <u>30</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>requests</u>
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Maintain for one (1) year.</b>	
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>ADULT PUBLIC GUARDIANSHIP FILES</b>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>A file is opened when a petition is filed in the Circuit Court requesting that the Office of Aging be appointed Guardian of the disable individual.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Circuit Court Dept. of Aging</i>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Once guardianship is terminated, keep in the office for six (6) months unless notice has been received pursuant to MD Rule 10-209(c), then destroy.			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL          (301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>5</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>MEMORANDA OF UNDERSTANDING/MEMORANDA OF AGREEMENT</b>				5. Earliest Year/Latest Year  to	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Memoranda of Understanding and Memoranda of Agreement between the County and various entities.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____			8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <b>Retain Permanently</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	



<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title  <b>PROPERTY ACQUISITION FILES</b>	5. Earliest Year/Latest Year  to		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>There is a separate file maintained for each piece of property acquired by the County for streets, parks, Board of Education use, parking lots etc. The file contains the options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.</b>			
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain permanently</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>7</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>PROPERTY DISPOSITION FILES</b>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>There is a separate file maintained for each piece of property disposed of by the County. The file contains the options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain Permanently			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>8</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>LEASE AGREEMENTS</b>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Lease of property by County for its use and lease out of County owned property.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <b>Retain in office 3 years after expiration of lease then destroy.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>  9  </u> OF <u>  19  </u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>LICENSE AGREEMENTS</b>				5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Agreements detailing the use of County owned property by individuals or agencies.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____			8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention <b>Retain in office 3 years after expiration of agreement then destroy.</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>		

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>10</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>REAL ESTATE AND PERSONAL PROPERTY DELINQUENT TAX SUIT FILES</b>				5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Documents the recovery of outstanding real estate and personal property taxes owed to the locality. This series may include, but is not limited to: real estate appraisals, title documentation, pleadings, contracts and deeds.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <b>Retain in office for three (3) years after the case is closed.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL (301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>11</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title  <p style="text-align: center;"><b>REAL ESTATE TITLE FILES</b></p>	5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Documents the efforts by the locality to establish title to properties. This series may include, but is not limited to: real estate appraisals, title documentation, contracts, and deeds.</b>		
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention  <b>Retain permanently</b>	
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>12</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <div style="text-align: center;"><b>EASEMENTS</b></div>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Grants and receipts of rights in real property.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <div style="text-align: right;"><i>whichever Department is benefitting.</i></div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention  <b>Retain permanent easements permanently; Retain temporary easements for three (3) years after termination of temporary easement.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>13</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <b>LEGAL REVIEW FILES/DEPARTMENTAL MATTERS</b>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>These files deal with issues and projects with legal implications for departments within County Government. This series may include, but is not limited to, correspondence and reports.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>various departments</i>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <b>Retain 10 years after completion of action, then destroy.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	



<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>14</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title  <div style="text-align: center;"><b>LEGAL OPINIONS</b></div>	5. Earliest Year/Latest Year  <div style="text-align: center;">to</div>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Consists of opinions requested by the locality, its officials, employees, or departments from the County Attorney's office on matters of law.</b>		
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____		
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain permanently</b>	
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>15</u> OF <u>19</u>	
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <p style="text-align: center;"><b>LEGISLATION/ LEGISLATIVE PACKAGES</b></p>				5. Earliest Year/Latest Year  <p style="text-align: center;">_____ to _____</p>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Legislative proposals, drafts of local legislation, correspondence, fiscal impact statements.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____			8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <b>Retain for five (5) years after the adjournment of the legislative session; then destroy.</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>		

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>16</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>			
4. Record Series Title  <b>VOLUNTEER FIRE DEPARTMENT/RESCUE SQUAD REVOLVING LOANS</b>		5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>These files contain Promissory Note and Security Agreements for money loaned to local Fire Departments and Rescue Squads for the purchase of equipment, trucks and land.</b>			
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <b>Retain for three (3) years after repayment of the loan; then destroy.</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date <b>AUGUST 15, 2011</b>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>17</u> OF <u>19</u>
1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>	2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>	3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title  <p style="text-align: center;"><b>COUNTY CODE UPDATES</b></p>	5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Correspondence with state/general code publishers.</b>			
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain for three (3) years after publication; then destroy.</b>		
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>	20. Telephone Number <b>301-475-4200</b>	21. Date  <b>AUGUST 15, 2011</b>	

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1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <p style="text-align: center;"><b>MURPHY AND MURPHY AUDIT</b></p>			5. Earliest Year/Latest Year  _____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Responses to auditors requests for information.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <b>Retain for three (3) years; then destroy.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	

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1. Department/Agency  <b>ST. MARY'S COUNTY GOVERNMENT</b>		2. Division  <b>BOARD OF COUNTY COMMISSIONERS</b>		3. Unit  <b>OFFICE OF THE COUNTY ATTORNEY</b>	
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title  <div style="text-align: center;"><b>MISCELLANEOUS WORKING FILES</b></div>				5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>These files are opened to deal with issues, questions, or projects not fitting indexed categories. Such files are closed when a matter has been resolved or there has been no activity for a year.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <b>Chesapeake Building, County Attorneys Office</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <b>Once closed, review for historical value.</b>			
19. Name and Title of Preparer  <b>ANGELA H. BLONDINO, PARALEGAL</b> <b>(301)475-4200 x1701</b>		20. Telephone Number <b>301-475-4200</b>		21. Date  <b>AUGUST 15, 2011</b>	